

# City of Kankakee, Grant Writer

**Department:** Community Development Agency

**Location:** 304 S. Indiana Avenue, Kankakee, IL 60901

**Date Posted:** February 28, 2018

**Salary Range:** Commensurate with experience and qualifications

## **Summary:**

The City of Kankakee (pop. 26,000) is seeking a full-time Grant Writer. Located just 50 miles south of Downtown Chicago, the City of Kankakee is a full-service community employing approximately 250 employees and an annual budget of \$40M. The Grant Writer is appointed by the Mayor with confirmation by the City Council and reports to the Mayor and the 14-member Council.

Under general direction of the Executive Director of Economic and Community Development, this position responsible for orchestrating efforts to identify and obtain supplemental financial resources – above and beyond local tax dollars – to support the goals and missions of the City of Kankakee and its strategic partners. This includes but is not limited to coordinating with other government entities and non-profits, overseeing consultants who may be contracted to assist with various grant applications, and the research, evaluation, writing, negotiating and securing of grants and loans for the City. In addition, the position is responsible for oversight of grants from submission and tracking through the review and award process and monitors grants in conjunction with the Financial Services Department.

This position is expected to help the various departments throughout the City to identify and prioritize opportunities to leverage, create, match and expend grant funds.

## **Experience, Training and/or Education:**

*Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.*

- Bachelor's degree in business, communications, public administration, planning, accounting or closely related field of study.
- Three (3) years grant administration or grant writing experience in a variety of types of grant programs
- Strong written and oral communication skills;
- Ability to collaborate with multiple city departments on grant projects;
- Strong organizational and administrative skills;
- Competency in computer programs: Word, Excel, PowerPoint.

## **Residency:**

Residency required within six (6) months of hire.

## **How to Apply/Application Deadline:**

Interested applicants should apply online with résumé, cover letter, and contact information for five professional references by April 2, 2018 to Carolyn A. Croswell/Director of Human Resources [ccroswell@citykankakee-il.gov](mailto:ccroswell@citykankakee-il.gov). The City of Kankakee is an equal opportunity employer.(EOE)